

COMPTROLLER

APPOINTED OFFICIAL/RESIDENCY PREFERRED

GENERAL RESPONSIBILITIES

Manages the overall direction, coordination and evaluation of the Department. Directs financial activities of the County by performing duties personally or through subordinate supervisors, in accordance with Federal, State and local laws, regulations, and policies.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Perform supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies and applicable laws
2. Give direction on accounting issues and answer accounting questions
3. Establish accounting, revenue collection, investment, banking, payroll and purchasing procedures and policies for County
4. Prepare reports which summarize and forecast investment activity and financial position in areas of income, expenses and earnings based on past, present and expected operations
5. Direct preparation of departmental budgets
6. Direct determination of depreciation rates to apply to capital assets
7. Serve as Appointed Tax Collector for Carroll County and municipalities and administer annual tax sale process
8. Oversee calculation of Utility rates and County fees
9. Advise management on desirable operational adjustments due to tax codes revisions
10. Arrange for independent audit of financial statements on credit ratings and debt issuance
11. Work with Bond Counsel and Financial Advisor
12. Serve as County Trustee and Master Trustee
13. Prepare and present reports required by regulatory agencies
14. Direct debt management and issuance of bonds and other debt
15. Recommend timing of bond sales
16. Coordinate Length of Service Award Program (LOSAP)
17. Represent County financial interest on committees
18. Address errors and complaints
19. Perform related duties as to specific assignments
20. Any employee may be identified as Essential Personnel during emergency situations
21. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
22. Communicate with managers, supervisors, co-workers, citizens, media and others, maintains confidentiality; and represents the Board of County Commissioners policies to the public

EDUCATION AND EXPERIENCE

1. Master's degree in Business Administration (MBA) or related field
OR
2. Bachelor's degree and Certified Public Accountant (CPA) accreditation

3. Ten years experience in accounting or financial field, including three years of senior level management experience

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of governmental accounting
2. Knowledge of county/municipal bond rating process
Read, analyze and interpret financial reports and legal documents
3. Respond to inquiries or complaints from customers, regulatory agencies, or members of the business community
4. Write speeches and articles for publication
5. Present information to top management, public groups and/or boards
6. Apply advanced accounting principles and financial analysis
7. Define problems, collect data, establish facts and draw valid conclusions
8. Interpret an extensive variety of technical instructions in mathematical form and deal with several abstract variables
9. Use computer software programs and/or other applications